

### PARALEGAL III

**NATURE OF WORK:** Under general supervision, performs paraprofessional legal work of considerable difficulty; performs related work as required or assigned.

**TYPICAL DUTIES: (Illustrative Only)** Prepare and coordinate Title 36 psychiatric commitment cases; coordinate and review public records requests and response to subpoenas; contract review; monitor bankruptcy and tax cases; prepare adoption cases; researches legal questions; prepares recommendations; prepares drafts of motions and pleadings; conducts interviews; conducts investigations; participates in trial and pre-trial strategy; serves copies of pleadings; acts in a liaison capacity; prepares discovery requests and answers; electronic filing and maintenance possibly some staff supervision.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Considerable knowledge of:**

- state, civil, and criminal law, judicial procedures and methods of legal research;
- legal terminology;
- the rules of evidence;
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**Some knowledge of:**

- modern office practices and procedures;
- business English, spelling, punctuation, and grammatical usage.

**Considerable skill in:**

- analyzing and interpreting legal documents;
- interpreting statutory and regulatory requirements;
- preparing summaries of legal opinions from previous cases.

**Good skill in:**

- data collection;
- the use of word/data processing systems;
- operating standard office machines;
- organizing and managing case files.
- Microsoft Outlook, Word and Excel.

**Ability to:**

- perform accounting functions;
- plan work and work independently;
- establish and maintain an effective working relationship with employees, other agencies and the public.
- prepare and maintain accurate records;
- formulate concise queries;
- follow written and verbal instruction;
- communicate effectively, both verbally and in writing.

**PHYSICAL DEMANDS:**

**WORK ENVIRONMENT:** The noise level in the work environment is usually quiet.

**MINIMUM QUALIFICATIONS:** An Associates Degree relating to Legal Assistant or Paralegal; five (5) years of experience as a Legal Assistant or Paralegal, OR, an equivalent combination of experience, education, and training which provides the desired knowledge, skills and abilities of this classification; must possess and maintain a valid Arizona driver's license if the position duties require.

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